

INTERAGENCY COORDINATING COUNCIL COMMITTEE MEETING MINUTES

COMMITTEE: Public Awareness

RECORDER: Sue Winar

DATE: May 30, 2002

COMMITTEE MEMBERS

PRESENT: Zelna Banks, Kathleen Colvin, Christina Johnson, Elaine Fogel Schneider, Nenita Herrera-Sioco, Shirley Stihler

STAFF: Sue Winar

DDS LIAISONS: Pat Hastings

ABSENT: Stephanie Pringle Fox, Hedy Hansen, Cynthia Jaynes, Martha Sanchez

GUESTS: Beverly Hoy, Rick Ingraham, Larry Ringer, John Zeimantz

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

I. Introduction and Opening Comments:

Introductions were made. Elaine thanked Zelna for acting as co-chair in her absence. Visitors were welcomed.

II. Agenda Review:

The agenda was approved with the following changes. Content review of the ICC section of the Annual Performance Report replaced review of the referral brochure. Discussion of physician outreach with Health Systems Committee was added. A brief discussion of the family satisfaction survey was added. The ICC Recommended Strategic Plan was also added. Foster care outreach strategies were tabled at this time.

III. Review and Approval of Minutes:

The minutes from January 24, 2002 were approved.

IV. Committee Tasks and Activities:

A. Follow-up on Action Items:

Pat presented the ICC Handbook for input. The handbook has been mailed to all ICC members, community representatives, committee liaisons, and staff. It was recommended that copies of

the ICC applications to participate on the ICC be included in the handbook. Contact Pat with any further input.

B. ICC Parent Newcomer Flyer

Nenita presented the flyer for Committee review. PAC discussed who the intended audience should be and decided that the flyer should be directed specifically toward parents. PAC suggested that the Early Start logo be added and that some of the graphics be removed.

ACTION: Pat will make edits to the flyer and e-mail to PAC members.

C. Recruiting, Mentoring and Sustaining ICC Members

PAC reviewed the newcomer orientation procedure proposal prepared by Zelna. A request will be made to the ICC Committee of the Whole to include orientation as a permanent addition to future ICC meetings following the proposed procedures. Pat reported that the meetings have been well received and will continue to be held in an informal atmosphere.

Discussion took place concerning developing a pool of mentors and their responsibilities. An interim meeting will be requested to address these issues before new ICC members are appointed.

ACTION: Kathleen agreed to contact FRC Network of California for their input concerning mentoring procedures.

ACTION: Elaine will contact Family Support Services Committee and invite a representative to join PAC in developing procedures for mentor selection and responsibilities.

ACTION: Elaine will request an interim meeting for August 16 in L.A. to review federal mentoring models and develop ICC mentor procedures.

D. Annual Performance Report

PAC reviewed the report content and suggestions were made.

ACTION: Pat will submit edits to DDS.

E. ICC Recommended Strategic Plan for Comprehensive Child Find and Public Awareness

PAC reviewed the plan with guests including OSEP contact, Larry Ringer who suggested that a data component be added to the plan to evaluate the effectiveness of public awareness activities. Rick

Ingraham, California's Part C Coordinator, requested PAC to assist DDS in reviewing existing data sources as they relate to the ICC's Recommended Strategic Plan.

In addition, Rick confirmed that a Governor's Conference is not planned in the future but suggested that an Early Start strand be added to the Health and Wellness Forum which will be held in the Fall of 2003.

ACTION: DDS will develop a listing of existing data sources related to child find and public awareness activities for PAC review.

ACTION: Pat will provide a chart of all Early Start public awareness materials identifying audience, purpose, etc.

ACTION: Elaine will request that a subcommittee be convened to develop an Early Start strand for the Health and Wellness Forum.

ACTION: Pat will send the ICC's Recommended Strategic Plan for Comprehensive Child Find and Public Awareness to all PAC members.

F. Physicians Outreach with Health Systems Committee

Deferred until July meeting

G. State Agency Reports

California Department of Developmental Services (DDS) – Pat reported that the central directory is awaiting Governor approval. The referral brochure will be available for PAC review in July. DDS will also be soliciting input regarding the referral brochure from all of the other ICC Committees.

California Department of Education: Report unavailable

Department of Alcohol and Drug Programs: Report unavailable

ACTION: Pat will contact Janet Canning, CDE liaison to PAC, and encourage her participation at PAC meetings.

G. Other: Certificates of Appreciation

PAC discussed status of presenting certificates. Certificates will be ready for presentation at the July meeting. The PAC Chair requested that the certificates be framed if funds allow.

ACTION: Pat will update list of recipients and forward to PAC Chair.

ACTION: Pat will draft a letter inviting each of the recipients to receive their certificate at the July meeting in Sacramento.

I. Proposed Agenda, May 2002

- Review existing data sources in relationship to strategic plan
- Provide input on Parent Satisfaction Survey
- Discuss physician's outreach with Health Systems Committee
- Review draft of referral brochure
- Review status of certificates of acknowledgment

V. Meeting adjourned